

29 September 1952

MEMORANDUM FOR: THE PERSONNEL DIRECTOR

W CIA
SUBJ: POLICY re. New Employees
It is my desire that each applicant for employment in CIA be made aware of our policy that all individuals employed by CIA will be of excellent character and of undivided loyalty to the United States. In addition, they will be unquestionably discreet persons about whom there is no question as to their integrity and trustworthiness.

Each person contacting or contacted by the Personnel Office should be informed that the Agency, in order to assure that its employees meet these standards, conducts an exhaustive background, character, and loyalty investigation. The investigation will include, but not be limited to, inquiries designed to determine whether the individual has:

1. Committed or attempted to commit, or assisted another in committing or attempting to commit any act of sabotage, espionage, treason, or sedition;
2. Associated with espionage agents of a foreign nation, or with representatives of foreign nations whose interests are inimical to those of the United States;
3. Been a member of a subversive organization;
4. Advocated revolution by force or violence to alter the constitutional form of government of the United States;
5. Deliberately omitted significant information from or falsified a Personal History Statement or any other official form;
6. Violated or disregarded security regulations to a degree which would endanger the common defense or national security;
7. Been adjudged insane; been legally committed to an insane asylum, or treated for serious mental or neurological disorder;

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8. Been convicted of a felony;
9. Been or is addicted to the use of alcohol or drugs habitually and to excess;
10. Engaged in homosexual acts;
11. Been a conscientious objector to service in the Armed Forces during time of war on grounds other than religious convictions.

It is to be understood that the items contained in the eleven points mentioned above are matters gone into during our investigation. It is emphasized, however, that guilt or participation of the applicant in any of the activities mentioned does not serve as an automatic bar to his or her employment. These matters are carefully weighed and a determination made on all of the information received.

You may wish to have this memorandum reproduced and a copy given to each person who is given or submits an application for employment to this Agency.

WALTER B. SMITH
Director of Central Intelligence